



State of Idaho
Department of Insurance
Third Party Administrator Application

New Non-Resident TPA Application Checklist

(Applicant's **Home State** has **not** adopted NAIC Model)

Check	#	Required Filings	
	1	Uniform Application	
	2	\$300 filing fee (must accompany the application)	
	3*	All basic organizational documents if applicable	
		3a	Articles of Incorporation
		3b	Articles of Association
		3c	Partnership Agreement
		3d	Trade Name Certificate
		3e	Trust Agreement
		3f	Shareholder Agreement
	4*	Bylaws, rules, regulations or similar documents	
	5*	NAIC Biographical Affidavit	
	6*	Audited annual financial statements or reports for the two (2) most recent fiscal years "online instructions and form coming soon"	
	7*	Statement describing the business plan	
	8*	Original Letter of Certification (or Certificate of Good Standing)	
	9	Information on financial institution (Attach a letter of account verification signed by an officer of the institution)	
	10	Certificate of Existence issued by the Idaho Secretary of State	
	11	List of all insurers with addresses and e-mail contact	

* items are also listed on **Uniform Application** item #24 & 26

This checklist does not need to be submitted with your application.

Send all documents and check to:

TPA Application
Idaho Department of Insurance
700 West State Street, 3rd Floor
Boise, ID 83702-5868